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JULY
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GOVERNMENT

FOUNDATIONS
OF SUPERVISION

UNIVERSITY OF ILLINOIS-URBANA



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ADVANCED
SUPERVISION

JUN 29 1977

EMPLOYEES

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MANAGEMENT
DEVELOPMENT

INTERPERSONAL
COMMUNICATION

MANAGEMENT

COMMUNICATION
SKILLS

sponsored by

THE MANAGEMENT AND
ORGANIZATIONAL
DEVELOPMENT
DIVISION

SEMINARS

of the
STATE OF ILLINOIS
DEPARTMENT
OF PERSONNEL

William J. Boys, Director

GENERAL INFORMATION

The 1977-1978 Management Seminars reflect a format sequentially arranged in such a way that training is provided on four levels of management.

For example, a person about to assume responsibilities as a supervisor (or those with less than a year in supervision) may enroll in "Foundations of Supervision." The more experienced supervisor, sensing a need for new viewpoints or a refresher course, may enroll in "Advanced Supervision." Each workshop consists of two action-packed and fact-filled days.

The three-day "Management Development Seminar" addresses itself primarily to professional managers, with concentration on their problems, challenges and goals---and how to provide leadership and support for their employees.

Efficiency and economy in State government--plus expertise in interpersonal relations--are important goals for all employees, particularly those in supervisory and managerial positions. These seminars emphasize such goals and seek to enhance the leadership skills of participants and to explore the behavioral science foundations upon which sound practice is built.

Participation is limited to employees of the State of Illinois. There is no charge for the programs but registrants will pay for coffee and be responsible for their own arrangements for meals, travel and lodging.

All of the seminars described in this brochure meet from 9 a.m. to 4:30 p.m. Those in Springfield meet in room 504 State Office Building, Spring and Monroe Streets. Those in Chicago meet in the Illinois Visually Handicapped Institute 1151 South Wood Street. Informal attire is suggested.

The Department of Personnel reserves the right to cancel or postpone seminars for which there is insufficient registration.

A separate announcement will be published for the January through June 1978 program offerings.

Note: Prospective registrants who wish counseling regarding course selection and sequence may confer with their personnel officers who have been furnished printed guidelines for that purpose.

Applying for Registration

Registrations are handled by mail. The tear-off application should be returned promptly since some seminars are likely to be oversubscribed. (Classes are limited to 30.)

Please follow carefully the directions on the application form since it will also be used to notify applicants of action taken. Additional copies may be reproduced or secured from the Management and Organizational Development Division.

Other Programs Offered by the Management and Organizational Development Division

One-Day Management Seminars

In addition to the programs cited above, many single day seminars dealing with four specific areas of management will be given throughout the State of Illinois--in Carbondale, Peoria, Champaign, Chicago, Elgin, Springfield, Moline, and Edwardsville. Known as the "Statewide Employee Effectiveness Seminars," they are open to both state and local government personnel.

Executive Development Program

The executive level of management is served by the "Administrative and Organizational Behavior Program," consisting of a week-long experience (for both state and local governmental administrators) in the lovely setting of Allerton Park near Monticello, Illinois.

Management Institutes

The Institute program is being conducted in Springfield for the tenth season. These one-day conferences are held from 9 a.m. to 4 p.m. at Holiday Inn East, 3100 South Dirksen Parkway. They feature nationally known authorities and are free of charge to State employees who secure tickets through their agencies. Representatives from local/federal government, business and industry are invited to participate at a \$15 charge for each institute. Tickets must be secured in advance.

NOTE: Special brochures on all programs cited above may be secured by calling 217/782-6442.

* COURSE DESCRIPTIONS *

FOUNDATIONS OF SUPERVISION

A Seminar Designed TO:

- Familiarize those new in supervision--or those "on the way up"--with the basic responsibilities required of a supervisor.
- Provide new insights in "people management functions"--leadership, communications, motivation and appraisal.
- Teach supervisors to work smarter--not harder --to achieve organizational goals.

Content:

Supervision as an earned responsibility

Cultivating the supervisor's outlook and approach

Traditional and modern concepts of motivation

Assumptions about people

Exercising leadership

Achieving two-way communication

The Planning process

The importance of setting objectives

Work organization and delegation

Appraising performance in terms of goals

Coordination and control functions

Activity vs. results-oriented supervision

July 12, 13 - Springfield

August 23, 24 - Chicago

September 13, 14 - Springfield

October 4, 5 - Chicago

November 15, 16 - Springfield

December 7, 8 - Chicago

ADVANCED SUPERVISION

A Seminar Designed FOR:

- Experienced supervisors who need to keep abreast of new expectations and requirements for the job of supervising.
- Enhancing the skills of a supervisor as an effective leader, communicator and planner.

(continued on reverse)

(Tear off and mail to pre-addressed office shown on reverse side.)

APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Dept./Agency (If not printed in box) _____

Office phone: AC _____ / _____ Title of Seminar _____

Date of seminar _____ Payroll title _____ Time in title: _____ yrs. _____ mos.
(Please type or print name and office address within area below. This form will be mailed back to you.)

Authorization for employee to attend by:

SIGNATURE - AGENCY APPROVAL

Note: You may reproduce this form if additional copies are needed. Use separate form for each seminar selected.

(This section for M&OD use only.)

TO THE APPLICANT:

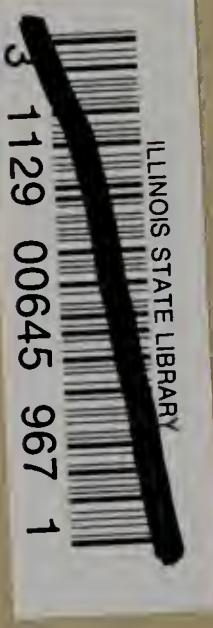
This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that you cannot attend, please advise us promptly by telephone: AC 217/782-6442. Thank you for your interest in our services.

(This application may be put in window envelope and mailed to the Office pre-addressed below.)

- You are accepted and registered in the seminar of your choice.
- We are sorry but the seminar was filled prior to receiving your application.
- We regret that this seminar had to be cancelled/postponed.
- Application returned. (See remarks.)

Remarks:

Illinois Department of Personnel
Management & Organizational Development Division
Fifth floor, State Office Building
Springfield, Illinois 62706



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- Techniques in developing a work climate which will foster job effectiveness through team effort.

Content:

Objectives of organizational communications
What a good communications program requires
Leadership styles--models and meanings
Training as a leadership function
Human relations, morale and discipline
Building a favorable organizational climate
Some standard personnel practices
Projective planning and priority setting
Formulating meaningful objectives

July 19, 20 - Springfield
August 16, 17 - Springfield
September 27, 28 - Chicago
October 18, 19 - Springfield
November 8, 9 - Chicago
December 13, 14 - Springfield

MANAGEMENT DEVELOPMENT

A Seminar Designed FOR:

- Managers whose scope of responsibility requires a broad understanding of organizational goals and how to achieve them.
- Developing expertise in the application of behavioral science concepts and techniques to managerial problems and processes.
- Determining and analyzing participants' management styles in their current job assignments.

Content:

Managers are in the "people business"
Problem solving and decision making
The Management Style Grid
Human nature and organizational realities
The purpose and scope of organizational development
Motivation and job enrichment
Staffing for organizational strength
Employee counseling and evaluation
Modification of objectives through periodic review

The cost-conscious manager
Affirmative action administration and compliance
The grievance procedure and union contract

August 3, 4, 5 - Springfield
September 7, 8, 9 - Chicago
October 25, 26, 27 - Springfield
November 1, 2, 3 - Chicago

INTERPERSONAL COMMUNICATION

State employees on all levels who desire to improve their communication skills should profit from this seminar. Lectures, visuals and group activities center on developing interpersonal relationships, listening ability, non-verbal and face-to-face communications. Barriers to effective communication--and how to overcome them--are discussed.

July 14, 15	October 12, 13
August 18, 19	November 28, 29
Aug. 31, Sept. 1	

(Offered only in Springfield.)

COMMUNICATION SKILLS

Communicating effectively has sometimes been cited as the most important function of supervisors and managers. This workshop deals with both oral and written communication. Correct usage, style and format for business letters and reports constitute one unit. The second part stresses principles of effective speaking, including organization of presentations, voice modulation, use of notes and visual materials.

July 26, 27
September 21, 22
November 1, 2

(Offered only in Springfield.)